

**Minutes of Regular Meeting of May 28, 2013**  
**One Twin Pines Lane, Belmont, CA**

**ROLL CALL**

COUNCILMEMBERS PRESENT: Feierbach, Lieberman, Braunstein, Wozniak

COUNCILMEMBERS ABSENT: Warden

Staff Present: City Manager Scoles, City Attorney Rennie, Deputy Fire Chief Gaffney, Community Development Director de Melo, Human Resources Director Dino, Parks and Recreation Director Gervais, Public Works Director Oskoui, Interim Information Services Manager Eggers, City Treasurer Violet, City Clerk Cook

**PLEDGE OF ALLEGIANCE**

Led by John Ford, San Mateo County Bicycle Coalition

**SPECIAL PRESENTATIONS**

**Proclamation Honoring Brandon Tyler, City Employee, Recipient of San Mateo County's Bicycle Commuter of the Year Award**

Mayor Wozniak read the Proclamation and described other awards and accomplishments of Mr. Tyler.

**John Ford**, San Mateo County Bicycle Coalition, presented a Certificate to Brandon Tyler. He pointed out that there were 12 nominations. He noted that 9,000 bicyclists participated in the recent Bike to Work Day.

**Proclamation Honoring Gary Fauth, Battalion Chief, Upon His Retirement**

Mayor Wozniak read the Proclamation.

**Gary Fauth**, Retiring Battalion Chief, thanked the City of Belmont for always including the firefighters in City events. He thanked the Belmont Police Department for its collaboration over the years.

Councilmembers added their words of thanks and accolades for Mr. Fauth upon his retirement. They noted that he embodies leadership and community service, left a lasting legacy, and provided a role model for stability in the organization.

**Presentation of Public Safety Awards**

Deputy Fire Chief Gaffney presented the Firefighters of the Year Award to Captain Kent Thrasher, and Firefighters Jeff Thorne, Lee Rossi, and Steven Scott.

Police Chief DeSmidt presented awards for Volunteer of the Year to Teresa Ruth, Dispatcher of the Year to Denise Ballard, Employee of the Year to Kathy Joe, and Officer of the Year to DeFrance McLemore.

**Presentation on South Bayside System Authority (SBSA) Sewer Treatment Facilities Capital Improvements and Budget Update (Dan Child)**

Mayor Wozniak announced that this item would be tabled to a future meeting date.

**RECESS: 7:55 P.M.**  
**RECONVENE: 8:00 P.M.**

## **PUBLIC COMMENTS AND ANNOUNCEMENTS**

**Rosanne Velasquez**, Notre Dame de Namur University student, expressed the need for better street lighting on Ralston Avenue from Barrett to Twin Pines Park. She outlined pedestrian accidents that have occurred due to the lack of lighting.

**Michael Owen**, Belmont resident, described a traffic accident on Carlmont Drive and noted that traffic and speed issues exist in this area. He described traffic congestion at Belmont Oaks Academy.

**Perry Kennan**, Belmont resident, expressed his disappointment that the City of Belmont does not have its own newspaper as a way to inform citizens. He stated that the condition of roads in Belmont needs to be addressed. He requested that the Mayor make a State of the City presentation. He described the difficulty in finding documents on the City's website due to the fact that they are only provided in PDF form.

## **COUNCIL MEMBER COMMENTS AND ANNOUNCEMENTS**

Mayor Wozniak stated that many topics were addressed at a BHCIA (Belmont Heights Civic Improvement Association) neighborhood meeting that she attended.

## **AGENDA AMENDMENTS**

Councilmember Braunstein requested the removal of Consent Calendar Item 8-B (Motion to Approve the City of Belmont's Response to the Grand Jury Report "Water Recycling - an Important Component of Wise Water Management") for separate consideration.

## **ITEMS APPROVED ON CONSENT CALENDAR**

**Approval of** Minutes of Special and Regular Meetings of the City Council of February 26, 2013, March 12, 2013, April 9, 2013, and April 23, 2013

**Approval of** Resolution 2013-050 of the City Council Authorizing Issuance of a Purchase Order in the Amount Not to Exceed \$8,680 to Accel Mail Equipment, LLC for Acquisition of a Postage Machine as Required by the US Postal Service and Amendment to the FY 2013 Budget for a Supplemental Appropriation

**Approval of** Resolution 2013-051 of the City Council Authorizing the Emergency Purchase and Installation of a Hot Water Heater in the Twin Pines Senior and Community Center for an Amount Not To Exceed \$6,000

**Approval of** Resolution 2013-052 of the City Council Authorizing the Purchase of Waste Collection Enclosure for Picnic Areas in Twin Pines Park and Alexander Park in an Amount not to Exceed \$30,000

**Approval of** Resolution 2013-053 of the City Council Authorizing a Service Purchase Order to the Lowest Responsible Bidder for Tree Maintenance Service in Belmont's Parks and Open Spaces for an Amount not to Exceed \$20,000

**ACTION:** On a motion by Councilmember Feierbach, seconded by Councilmember Lieberman, the Consent Agenda was unanimously approved, as amended, by a show of hands.

## **ITEMS REMOVED FROM CONSENT CALENDAR FOR SEPARATE CONSIDERATION**

### **Motion to Approve the City of Belmont's Response to the Grand Jury Report "Water Recycling - an Important Component of Wise Water Management"**

Councilmember Braunstein stated that he contacted a Mid-peninsula Water Board member to discuss this matter. He suggested that City staff discuss this with the Water District staff.

Public Works Director Oskoui stated that he has spoken with Mid-Peninsula Water and South Bayside System Authority (SBSA) staff. He clarified that the City of Belmont is not in the water planning or delivery business. He stated that implementation of a water recycling program requires capital outlay, and there is a need to have a large-scale user to provide a cost benefit.

City Manager Scoles pointed out that the Grand Jury response does not preclude future discussions with other agencies on this matter. He clarified that the Grand Jury sends its reports only to municipalities, and did not send it to Mid-peninsula Water or to SBSA.

**ACTION:** On a motion by Councilmember Braunstein, seconded by Councilmember Lieberman, and by a show of hands unanimously approved the City of Belmont's Response to the Grand Jury Report "Water Recycling - an Important Component of Wise Water Management".

## **OTHER BUSINESS**

### **Introduce Fiscal Year 2014 Budget**

Finance Director Fil stated that the Finance Commission Budget Subcommittee has reviewed the proposed budget with staff, and the full Commission will be reviewing the document at its upcoming meeting. He pointed out that the City's financial position is positive, although the State budget continues to remain a threat. He stated that the ending fund balance on unrestricted funds will be just over \$6 million. He reviewed financial policies.

Deputy Finance Director Lazzari noted that the budget assumes the issuance of sewer treatment bonds. She provided a recap of the general fund balance and pointed out that revenues from property and sales taxes are increasing.

Finance Director Fil stated that the Recreation Fund is achieving its highest level of self-support, and that the Development Services Fund absorbed advanced planning and the former Redevelopment Agency costs. He noted that a loan from the Fleet Fund to bridge the gap has now been retired. He pointed out that the Belmont Fire Protection District division includes the new command structure, and the department continues to fund the legacy costs of the former department. He clarified that the second year of a sewer rate increase will be included in the proposed Master Revenue Schedule. He noted that budget corrective strategies will continue. He explained that the City's personnel head count has been reduced, not including fire personnel. He stated that staff recommends that the City Council restore a police position and convert a part-time temporary recreation position to permanent status.

In response to Councilmember Braunstein, Finance Director Fil stated that the Recreation Fund subsidy is a guideline that has not been formalized by policy. Councilmember Braunstein expressed a desire to capture this \$560,000 policy in the budget for future planning, or to reallocate it to other items. Parks and Recreation Director Gervais clarified that the \$560,000 amount was designed to control the subsidy to programs. He noted that he has discussed this matter with the Chair of the Finance Commission.

Councilmember Braunstein expressed a desire for the Council to consider increasing the \$750,000 allocated for Council priorities. He also expressed a desire to receive the proposed Master Fee Schedule in advance of budget discussions. Finance Director Fil pointed out that the fee schedule would be developed based on tonight's discussion.

Mayor Wozniak also expressed a desire to see the fee schedule in advance.

City Manager Scoles clarified that not all the fees need to be adopted at the same time if there is a desire to further discuss any one of them.

In response to Councilmember Lieberman, Finance Director Fil clarified that if the proceeds from the sale of the San Juan Canyon properties is received in the next fiscal year, the loan to the Fleet Fund would be repaid and monies would become available for that fund, which includes the purchase of vehicles and tech equipment.

Department heads provided a brief overview of their department's organizational structure, key responsibilities, contributions to the City Council's priorities, recent accomplishments, and goals for the coming year.

Councilmember Feierbach suggested utilizing a professional company to address the land use element of the General Plan update as a way of expediting this project. Community Development Director de Melo explained that the current vendor's strength is in the environmental work which is a necessary component.

Finance Director Fil clarified that the biggest issue for the Belmont Fire Protection District is the legacy costs of the former joint fire department with the City of San Carlos.

Deputy Finance Director Lazzari explained that the Police Department's budget reflects the inclusion of a reinstated police officer position as well as the sharing of the new management analyst position with the fire department. She stated that the Parks and Recreation Department's budget reflects a temporary to permanent position for the teen program as well as an increase in facilities use fees.

Parks and Recreation Director Gervais pointed out that the daycare program is now self-sufficient.

Councilmember Feierbach stated that the Manor House is closed unless rented for a private party. She expressed a desire to make it available for public use and to keep it open and staffed. Parks and Recreation Director Gervais pointed out that archival information from the history room is now displayed in the front of the building, and that staff is seeking a nonprofit partner as a way to

staff the building. He explained that a Foundation dedicated to fundraising for the City could make use of the office space available in the building.

In response to Councilmember Braunstein, Parks and Recreation Director Gervais explained that \$2 to \$2.5 million is needed to turf at the Sports Complex. He noted that an ad hoc committee will address the Barrett Community Center and will make a recommendation regarding that facility.

In response to Councilmember Lieberman, Public Works Director Oskoui stated that the City's street lighting system needs to be upgraded. He clarified that the existing lighting on Ralston Avenue is not meant to address safety but is in place for ambient purposes only.

(At this time, being 10:00 p.m., Councilmember Feierbach left the meeting.)

Discussion ensued regarding Ralston Avenue traffic issues. Councilmember Braunstein expressed a desire to allocate funds for future implementation of traffic improvement measures. He also pointed out that the City has considerable infrastructure needs and he suggested setting monies aside until future revenues can be identified.

Deputy Finance Director Lazzari noted that the staffing plan for the Administrative Departments has been reduced to reflect the elimination of the Deputy City Clerk position.

Public Works Director Oskoui reviewed the allocation of funds for various capital improvement projects that will be forthcoming. He noted that new grants have been received to accomplish some of this work.

Finance Director Fil concurred that infrastructure needs to be addressed. He pointed out that the Sewer Fund is the only dedicated source of revenue for sewer projects.

**Perry Kennan**, Belmont resident, stated that the City Manager's budget message is too positive. He pointed out that the aged infrastructure needs to be addressed, and the budget should reflect the total amount needed.

Councilmember Lieberman expressed the need to seek revenue sources for roads. He expressed support for polling the community. Mayor Wozniak also expressed support for polling the public.

**MEETING EXTENSION:** at this time, being 10:30 p.m., the meeting was unanimously extended by 30 minutes (3-0, Warden/Feierbach absent).

## **COMMISSION, COMMITTEE, AND COUNCIL INTERGOVERNMENTAL ASSIGNMENT UPDATES, AND STAFF ITEMS**

### **Verbal report from Councilmembers on Intergovernmental (IGR) and Subcommittee Assignments**

No report.

### **Consideration of Motion to Cancel a Council Meeting for Summer Break (continued from May 14, 2013)**

Councilmember Lieberman noted that he would be traveling on business on July 9<sup>th</sup> but could participate remotely if necessary.

Discussion ensued regarding potential meeting dates to cancel for a summer break.

**ACTION:** On a motion by Mayor Wozniak, seconded by Councilmember Braunstein, and unanimously approved by a show of hands to cancel the Regular meetings of August 27 and December 24, 2013.

**Verbal Report from City Manager**

City Manager Scoles described the recent open house held by the Public Works Department in celebration of Public Works Week. He stated that the Carlmont High School mentorship program with City staff was recently celebrated. He announced that Public Works staff would be repainting red curbs throughout the City. He described an upcoming meeting with the State Department of Finance regarding some issues related to the accounting reports regarding the Redevelopment Agency dissolution.

City Attorney Rennie described the process that would be used by the Department of Finance relative to their issues with the City's accounting.

Mayor Wozniak expressed concerns regarding the affect on pedestrian access from the upcoming construction project at Ralston Middle School. Public Works Director Oskoui explained that City staff met with school district staff to address this issue. He noted that the pedestrian path would be restored once the construction is complete, and that the Ralston Corridor Study could provide future solutions.

**ADJOURNMENT** at this time, being 10:40 p.m.

**Terri Cook  
City Clerk**

Meeting audio-recorded and videotaped